

QUICK FACTS

- Complaints must be filed with the secretary of state's office.
- Complaints must be in writing and signed under oath.
- Complaints must be filed within 30 days of the occurrence of the event.
- Complainants should use the administrative form at www.voteks.org.
- The secretary of state must issue a final determination within 90 days after the complaint was filed.

ELECTION DATES

IMPORTANT DATES FOR PRIMARY ELECTION

WEDNESDAY, JUNE 1
Deadline to change party affiliation before primary

TUESDAY, JULY 12
Deadline to register to vote in primary

FRIDAY, JULY 29
Deadline to apply for an advance ballot to be mailed

TUESDAY, AUGUST 2
Primary Election

IMPORTANT DATES FOR GENERAL ELECTION

TUESDAY, OCTOBER 18
Deadline to register to vote

FRIDAY, NOVEMBER 4
Deadline to apply for an advance ballot to be mailed

TUESDAY, NOVEMBER 8
General Election

CONTACT INFORMATION

Kansas Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue | Topeka, KS 66612-1594
800-262-VOTE (8683) or 785-296-4561
Fax: 785-291-3051
www.sos.ks.gov | www.voteks.org
election@sos.ks.gov

County information may be found at
www.sos.ks.gov/elections/elections_registration_ceo.asp

Legal Sources: K.S.A. 25-4701 et seq. Rev. 2/4/16 tc

A GUIDE TO HAVA COMPLAINT PROCEDURE



WWW.VOTEKS.ORG
800-262-VOTE (8683)

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COMPLAINT PROCEDURE

Any person who believes that there is a violation in Kansas of any provision of Title III of the Help America Vote Act of 2002 (HAVA), including a violation that has occurred, is occurring or is about to occur, may file a complaint.

HOW TO FILE A COMPLAINT:

A complaint must be in writing and signed under oath by the person filing the complaint (the “complainant”). The complainant should use the administrative complaint form provided by the secretary of state’s office or the county election officer.

A complaint must be filed within 30 days after the occurrence of the actions or events that form the basis for the complaint. For violations that are occurring or about to occur, the complaint should be filed as soon as possible to provide ample time to remedy the problem.

WHERE TO FILE A COMPLAINT:

The complaint must be filed with the

*Office of the Secretary of State
Memorial Hall, 1st Floor
120 SW 10th Avenue
Topeka, KS 66612-1594,
800-262-8683 | Fax: 785-291-3051*

The secretary of state will mail a copy of the complaint to the person against whom the complaint is filed (the “respondent”).

If the secretary of state is named as the respondent, the complaint will be directed to the Kansas Department of Administration, which will review and handle the complaint. Complaints may be consolidated if they relate to the same actions or raise common questions of law or fact.

HEARING AND ADMINISTRATIVE DETERMINATION:

A complainant may request that the secretary of state conduct a hearing on the record. This request should be made on the complaint form. If a hearing is requested, the secretary or the secretary’s designee will act as the hearing officer. The hearing will be conducted not later than 30 days after the secretary of state receives the complaint.

The secretary of state will give at least five days advance notice of the date, time and place of the hearing to the complainant and to each named respondent. If a hearing is not requested, the secretary of state will review the complaint and make a determination without a hearing. The secretary of state may request an informal conference of the parties to resolve the complaint. If the secretary of state determines that a viola-

tion has occurred, the secretary will order an appropriate remedy.

The secretary of state will issue a final determination within 90 days after the complaint is filed unless the complainant consents in writing to an extension. The final determination will be mailed to the complainant and to each respondent and will be published on the secretary of state’s website at www.sos.ks.gov.

If the secretary of state does not issue a final determination within 90 days after the complaint was filed or within any extension to which the complainant consents, the complaint will be referred to an arbitrator for resolution within 10 days.

A formal complaint can be filed under Title III of HAVA, which could include a problem with the following:

- Voting equipment
- Accessibility
- Alternative language
- Provisional voting
- Central voter registration
- Posting of election information at polling places
- Identification of voters